

EXETER UNITED CHURCH



*Open Arms,
Open Hearts,
Open Spirit*

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Emergency Cancellation Plan

In the event that a worship service or other event needs to be cancelled due to weather or other emergency situation the following procedures will be followed:

1. The decision will be made, no later than three hours prior, in consultation with the Minister, the Board Chair and, where applicable, the organizer of the event.
2. The staff responsible for communication will post the cancellation on the church Facebook page, the website and will communicate the cancellation through the church's e-mail list.
3. If the choir is scheduled to participate in the service/event the choir director or designated person will be contacted. It is recommended that the choir create a phone tree to ensure that everyone is contacted in advance.
4. Any staff, volunteers or guests that are scheduled to participate in the service/event will be notified by phone or e-mail of the cancellation.
5. Appropriate signs will be put up at the site of the service/event notifying people of the changes.
6. The Minister, Board Chair and, where applicable, the organizer of the event will decide if the service/event will be rescheduled.